



APPLICATION FOR ADDITIONAL ANB

Attention:

This form provides the Office of Public Instruction with the necessary information to approve additional Average Number Belonging (ANB) used for calculating BASE Funding amounts. Applicable instructions and definitions appear below.

District Name	District Number
Check One District Type: <input type="checkbox"/> Elementary <input type="checkbox"/> High School <input type="checkbox"/> K-12	Legal Entity Number
County Name	

Due Date:

Request for Additional ANB to OPI by.....June 1

CERTIFICATION, BOARD OF TRUSTEES - I hereby certify that the data included with this application are complete to the best of my knowledge.

Printed Name, Board of Trustees Chairperson	Signature	Date
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COUNTY SUPERINTENDENT - I hereby certify that the data included with this application are complete to the best of my knowledge.
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Printed Name, County Superintendent	Signature	Date
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GENERAL INFORMATION

Additional approved ANB is used in the funding formula to account for special circumstances.

WHO MUST RESPOND

All public elementary, high school and K-12 districts which request approval of additional ANB for funding purposes must submit this form to the Superintendent of Public Instruction. Section 20-9-313, MCA, lists the conditions when a district is eligible to apply for additional ANB.

RETURN OF COPIES

School districts requesting additional ANB must submit this form to the county Superintendent who will transmit a signed, certified original to the Superintendent of Public Instruction by the due date for the specific requested circumstance (see above due date).

ASSISTANCE

Technical questions regarding specific data items on Form PAA-3 may be directed to Nica Carte at 444-4401.

DEFINITIONS

Average Number Belonging (ANB): A number which reflects the average school membership. ANB is used primarily for funding purposes. NOTE: ANB is calculated by determining the average adjusted enrollment on the first Monday in October and February 1, times the total pupil instruction (PI) and pupil instruction related (PIR) days divided by 180. Three-year average ANB is calculated by adding current year ANB and two prior years' ANB and dividing by three.

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PAA-3

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Instructions

- Enter the requested enrollment increase by category.
- Explain the circumstances that justify the additional ANB request. **Attach additional explanation as necessary.**

REQUEST CATEGORY

1. OPENING OR REOPENING OF AN ELEMENTARY SCHOOL

Procedure: 20-6-502 and 20-9-313(1) MCA.

- A. Proposed date of opening or reopening of elementary school _____
- B. County superintendent estimate of enrollment for new or reopened school for ensuing year:
- i. Kindergarten _____
 - ii. 1-6 _____
 - iii. 7-8 _____
- C. Basis for estimate of enrollment increase (clearly explain or attach documentation):

2. OPENING OR REOPENING OF A HIGH SCHOOL

Procedure: 20-6-503 through 20-6-505, 20-9-313(2) MCA.

- A. Proposed date of opening or reopening of high school _____
- B. County superintendent estimate of enrollment for new or reopened school for ensuing year:
- i. 9-12 _____
- C. Basis for estimate of enrollment increase (clearly explain or attach documentation):

3. CLOSING OF PRIVATE OR PUBLIC SCHOOL

Procedure: 20-9-313(3) MCA.

- A. Name and address of school that will close _____ (name)
_____ (city,zipcode)
- B. Date school will close _____
- C. County superintendent estimate of increased public school enrollment for this district, due to closing of the private or public school:
- i. Kindergarten _____
 - ii. 1-6 _____
 - iii. 7-8 _____
 - iv. 9-12 _____
- D. Basis for estimate of enrollment increase (clearly explain or attach documentation):

4. ANTICIPATED ENROLLMENT INCREASE

Procedure: 20-9-313(4) and 20-9-314 MCA

- A. State reason for the unusual enrollment increase (example: mine opening) _____
- B. List estimated district enrollment for the first Monday in October of the ensuing school year in the following grade categories:

Elementary

- i. Kindergarten _____
- ii. 1-6 _____
- iii. 7-8 _____

High School

- i. 9-12 _____

- C. Attach documentation of the factual information upon which the estimated enrollment is based.

Pursuant to Section 20-9-314(6), MCA, equalization or entitlement increases resulting from this request will be reviewed at the end of the ensuing school year. If the actual ANB is less than the ANB used for funding calculations, the Superintendent of Public Instruction shall revise the funding using the actual ANB. All payments received by the district in excess of the revised entitlements shall be overpayments subject to the refund provisions in Section 20-9-344(4), MCA.

5. INITIAL YEAR OF KINDERGARTEN (5-YEAR-OLD PROGRAM)

Procedure: 20-9-313(5) MCA.

- A. Number of 5-year-old children residing in district as of the preceding Sept. 10. _____
- B. Source of data for line A. Check (✓) one.
 - ☐ Official school census
 - ☐ Other
- C. Attach explanation and/or documentation to substantiate estimate on Line A.

6. SPECIAL UNANTICIPATED CIRCUMSTANCES

Procedure: 10.20.103, ARM

Briefly describe the special circumstances that affect the ANB calculations (example: no enrollment count for fall semester for new school or kindergarten program opening in second semester). Attach additional sheets if necessary.
